



Department of Finance
Purchasing Division

Two Centennial Plaza
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ADDENDUM

Reginald E. Zeno
Director of Finance

Patrick Duhaney
*Chief Procurement Officer
City Purchasing Agent*

DATE April 29, 2016

BUYER Lashaun E. Williams

ADDENDUM NUMBER 1

ORIGINAL INVITATION DATE April 27, 2016

Your attention is called on a "Request for Proposals" mailed from this office under the below reference number and on which it is found necessary to make the following addendum.

This addendum should be considered in submitting your proposal and should be attached to the original "Request for Proposals" and made a part thereof.

<u>ITEM DESCRIPTION</u>	<u>REFERENCE NUMBER</u>	<u>BIDS DUE</u>
COPY MACHINE LEASE AND RENTAL WITH MAINTENANCE AND SUPPLIES	RFP452CITYCOPIERS	May 27, 2016

1. This Correction is being issued to clarify that Attachment 6 – Pricing and Questionnaire is required to be submitted **with** the proposal submission.
2. Correction Deadline for written questions will be May 16, 2016.